

REGION 10 RTOC OPERATIONS GUIDANCE

February 8

2012

This document outlines the roles, responsibilities and procedures for operations for the Regional Tribal Operations Committee of Region 10. It includes area maps and examples of documents commonly used by RTOC members.

Last update June 14, 2013

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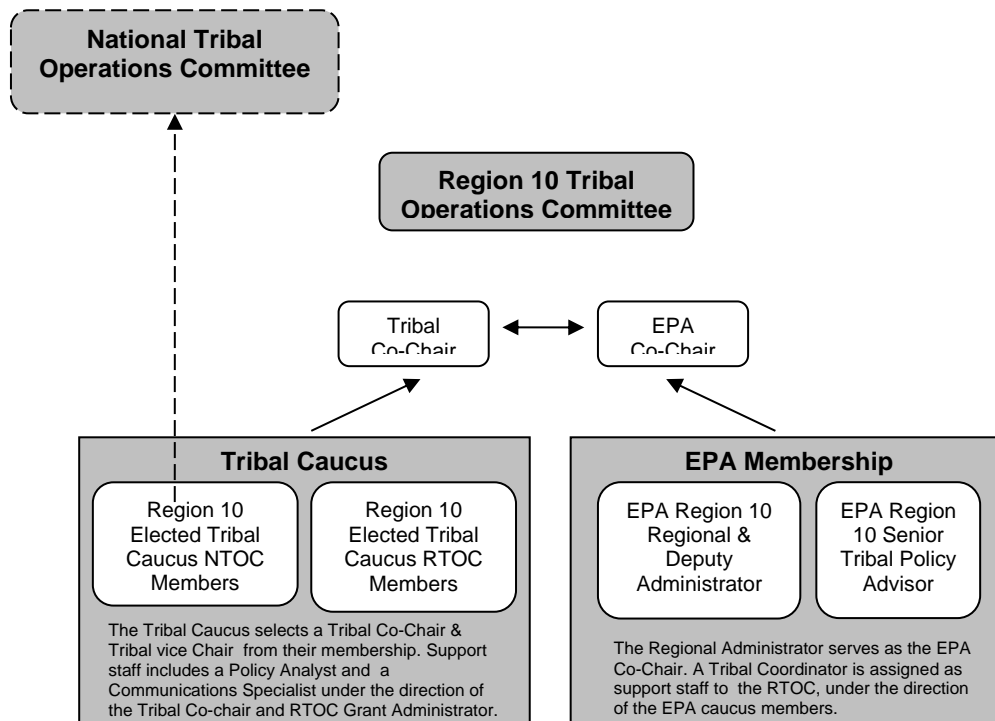
This document outlines the operations, communications, and roles and responsibilities of the Region 10 Tribal Operations Committee (RTOC) to successfully fulfill its mission and scope, consistent with the Region 10 RTOC Charter. The RTOC reviews this document annually and revises it, as necessary.

As stated in the RTOC Charter, the mission of the RTOC is to protect and improve tribal health and environmental conditions for federally-recognized Tribes consistent with the United States Environmental Protection Agency (EPA) Indian Lands Policy, EPA's trust responsibility, and environmental laws, policies and guidance. The scope of the RTOC is to be a partnership between EPA and Tribes to further Tribal environmental objectives at the regional level as well as to provide assistance to the NTOC representatives to advocate for regional concerns at the national level.

RTOC's mission is fulfilled through successful communication and cooperation between EPA Region 10 and federally-recognized Tribes in Alaska, Idaho, Oregon, and Washington. The RTOC is comprised of representatives who are elected by Region 10 Tribes and of designated management and staff of EPA Region 10. Through this partnership, RTOC tribal representatives (Tribal Caucus) are able to further tribal environmental objectives at the regional level by advocating for tribal environmental concerns directly to EPA management and staff. In addition, EPA is able to access the expertise of the Tribal Caucus in order to incorporate tribal environmental knowledge into agency planning. ***The RTOC does not substitute for government-to-government consultation between EPA and individual tribal governments.***

SECTION I. ROLES AND RESPONSIBILITIES OF THE RTOC

I.A. Organizational Chart



I.B. RTOC Members

RTOC Members are the Tribal Caucus and designated EPA Region 10 management and staff. Region 10 National Tribal Operations Committee (NTOC) Members are also Members of the RTOC and Tribal Caucus. NTOC Members are elected by Region 10 Tribes pursuant to the RTOC and NTOC Charters. Tribes in Region 10 elect RTOC and NTOC representatives for their regional area (see Tribal Caucus Outreach Map, Appendix E). Elected tribal representatives (primary Members) for the RTOC and NTOC have alternates **with equal voting rights** as prescribed in the provisions of the RTOC and NTOC Charters. The Tribal Caucus elects a tribal Co-Chair and Vice-Chair at the first in-person meeting of each calendar year.

EPA RTOC Members are the EPA RTOC Co-Chair, who is the EPA Region 10 Administrator or his/her alternate, the Deputy Region 10 Administrator or his/her alternate, and the Senior Tribal Policy Advisor. Other EPA management and staff and the EPA Grant Project Officer may attend RTOC meetings but are not EPA RTOC Members unless designated as an alternate by the EPA RTOC Members listed above.

I.B.1 General Responsibilities of all RTOC Members

- a. Conduct all RTOC activities consistent with the RTOC Charter and other applicable policies and procedures.
- b. Work cooperatively to ensure fulfillment of the terms and conditions of the RTOC grant.
- c. Work cooperatively to develop Action Items and complete them in a timely manner.
- d. Annually review (and revise as necessary) RTOC working documents (e.g. Charter, Operations Guidance, Priorities Document, and Strategic Plan). Ensure annual document revisions and Action Items List are coordinated and consistent, and that current Tribal input and feedback are incorporated.
- e. Review and consider for approval applicable documents in a timely manner (e.g. agendas, minutes, RTOC working documents).
- f. Participate in EPA Tribal Leaders' Summits, as applicable.
- g. Agenda Development:
 - 1) Make agenda recommendations so that the most pertinent issues are addressed.
 - 2) Solicit agenda items from a variety of sources, including, but not limited to Tribes outlined in the Tribal Caucus Outreach Map (Appendix E), tribal environmental organizations, tribal environmental professionals, EPA program staff and other agencies.
 - 3) RTOC Members have one week from receipt of draft agendas to submit to the RTOC Co-Chairs and staff any comments, agenda items, questions, and/or speaker topics.
- h. Meetings:
 - 1) All meetings of the RTOC, whether in person or conference call, shall be conducted according to Robert's Rules of Order, as practicable.
 - 2) It is the goal of the RTOC to resolve matters on a consensus (general agreement) basis where possible. Whenever there is disagreement among RTOC Members, Members shall strive to make all reasonable efforts to achieve consensus.
 - 3) The RTOC may vote on matters when consensus cannot be reached. If approved by the RTOC, voting may be conducted through anonymous written ballot. Ballots will be tallied by RTOC staff.
 - 4) A quorum for conducting official business of the full RTOC is met with a simple majority of the RTOC Tribal Caucus members (minimum of six) and two EPA members in attendance.
 - 5) Members shall participate in special meetings, subcommittees, and workgroups, as requested by the RTOC.

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- 6) RTOC Members may make a formal request for a special meeting or conference call to an RTOC Co-Chair. Only the RTOC Co-Chairs can convene a special meeting or conference call and a quorum must be met to carry out any official business.

i. Attendance:

- 1) RTOC Members should make every effort to attend meetings, whether a conference call or an in person meeting. Regular attendance is critical to providing effective representation to the RTOC related to on-going projects and future initiatives.
- 2) If an RTOC Member must be absent from a meeting, she/he must promptly notify the appropriate RTOC Co-Chair (Tribal Caucus Members notify the Tribal Co-Chair and EPA Members notify the EPA Co-Chair) as well as the Communications Specialist. The RTOC Member is responsible for promptly notifying his/her alternate so the alternate knows she/he must attend the meeting.
- 3) If an RTOC Member is absent, she/he will abide by the decisions made in their absence.
- 4) With full RTOC review of the annual or bi-annual RTOC grant application, usually on or around the 4th Quarter, the committee will determine the feasibility of convening for 1 or more “full” committee, in-person meetings wherein both the alternates and primary reps will be budgeted for attendance. Outside of the “full” meeting, the budget will support only one representative per elected position.

j. Alternates:

- 1) When an alternate fills in for a primary, the alternate has equal rights and responsibilities as the primary.
- 2) Primaries and alternates are responsible for keeping in regular communication with each other so that each is fully informed of RTOC activities and actions.
- 3) Each elected member (RTOC/NTOC) has one alternate, who may be consulted for attendance at any Regional RTOC meeting. Beginning in December of 2012, alternate appointment is determined by the second highest votes in the election for each position. Selection of alternates for NTOC National meetings will be determined as stated in section 5.1.4 of the RTOC Charter.
- 4) Alternates will be consulted, along with primary reps to approve the date and locations of the in-person meetings, along with providing input to the next fiscal year RTOC grant application, usually while attending one “full” RTOC meeting on or around the 4th Quarter.
- 5) Alternates are expected to attend each regularly scheduled conference call whether or not the primary representative is in attendance. If they are unable to attend, they must contact the Communications Specialist to notify of their absence and will be marked excused.

k. Minutes:

- 1) RTOC Members have one week from receipt of draft minutes to submit to RTOC staff any requests for changes or amendments to the draft minutes.
- 2) The revised draft minutes shall be reviewed and considered for approval at the beginning of scheduled RTOC meetings.

I.B.2 Specific Roles and Duties of RTOC Tribal Caucus Members

- a. Follow the applicable responsibilities listed under “General Responsibilities of RTOC Members” above.
- b. Automatically step down if a Tribal Caucus Member misses three consecutive meetings without sending an alternate.
- c. A simple majority of the RTOC Tribal Caucus members (minimum of six) is needed to reach a quorum for official Tribal Caucus decision making.
- d. Consider all available input from Tribal leaders and tribal environmental professionals in the development of RTOC meeting and conference call agendas, Tribal Caucus recommendations and

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position papers. To solicit concerns, issues and input, and to distribute information regarding the RTOC, Tribal Caucus Members are asked to contact the Tribes from their represented area (as designated on the Tribal Caucus' Outreach Map, Appendix E) on at least a quarterly basis.

- e. Inform tribal leaders and tribal environmental professionals in their represented area of upcoming RTOC meetings and conference calls and invite them to attend.
- f. Advocate for tribal environmental needs and issues for all Tribes in their represented area. Although the RTOC is one avenue through which a Tribal Caucus Member may present issues and concerns from that Member's own Tribe, Tribal Caucus Members are responsible for advocating concerns from all Tribes in their represented area.
- g. Provide input and develop recommendations. This may include, but is not limited to, submitting formal comments on EPA actions and issues, providing information to other EPA/Tribal workgroups, developing presentations to inform the Tribal community on EPA actions, compiling regional data to aid in the creation of EPA's regional and national budgets, providing input on EPA's strategic plans and goals, and developing specific recommendations in the form of reports or letters to EPA or others.
- h. Utilize email listserves of tribal environmental professionals in Region 10 as one avenue for communicating with Tribes in their represented area. Send additional contacts to RTOC staff as needed to keep the RTOC email listserve up-to-date.
- i. Distribute meeting minutes and other RTOC information to the appropriate individuals and organizations from their represented area.
- j. Regularly provide information and resources to the RTOC Communications Specialist and Policy Analyst for posting to the Tribal Caucus RTOC Website.
- k. ~~One week in advance of each quarterly in person meeting, submit a list and description of three to five of their represented area's tribal environmental issues and concerns to RTOC staff, using the Quarterly Report form (Appendix E).~~ At each quarterly in person meeting of the RTOC, provide a verbal update of these issues impacting Tribes from their represented area. Updates will be presented to the RTOC, other EPA Executives, EPA managers and staff, and other guests. **Staff will record the reports in the minutes and send them for review for accuracy during minute approval process.** Presenting success stories is also encouraged.
- l. If the Tribal Caucus Member, as part of her/his regular work activities outside of the RTOC, serves as a member of, or is involved with, other environmental organizations (e.g. National Tribal Air Association, Tribal Science Council, Tribal Pesticides Programs Council, Western Regional Air Partnership), or attends other environmental meetings and conferences, the Tribal Caucus Member (or invited representative) presents updates from these activities to the RTOC at regularly scheduled meetings and, when possible, submits updates in writing.
- m. The Tribal Caucus, in cooperation with Region 10 Tribes, tribal environmental professionals and/or regional and national tribal organizations, may appoint or elect regional representatives to serve on tribal environmental organizations (e.g. Tribal Science Council, National Tribal Air Association, etc.), in accordance with the established procedures relating to that tribal environmental organization. Where no such procedures exist, the Tribal Caucus will establish such a procedure. If appointed or elected by the Tribal Caucus as a representative to such organization, the RTOC Member shall attend meetings of the organization and report back to the RTOC regarding information gained there.
- n. With approval from the RTOC Tribal Co-Chair and Tribal Grant Administrator, travel to regional and occasionally national, meetings and conferences to present updates on RTOC work, inform colleagues of significant tribal environmental issues in the region, and learn about initiatives that might impact Tribes in the region. RTOC participation at these events may span a spectrum of activities including, but not limited to, giving Power Point presentations, leading plenary sessions, setting up exhibitor booths, and hosting RTOC events. Approved travel to such events is paid for by the RTOC grant.

I.B.3. Specific Roles and Duties of EPA Members

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- a. EPA Members of the RTOC follow the applicable responsibilities listed under “General Responsibilities of RTOC Members” above.
- b. The EPA Region 10 Administrator and Deputy Administrator may designate specific EPA managers and staff as their alternates to the RTOC.
- c. The EPA Senior Tribal Policy Advisor does not have an alternate.
- d. The EPA Regional Administrator and Deputy Regional Administrator will be notified of EPA Members having a record of poor attendance.
- e. At in person quarterly meetings, EPA Members will provide written and verbal updates of program activities and initiatives that may affect Tribes and will seek feedback from the RTOC Tribal Caucus.
- f. Consider and respond to RTOC Tribal Caucus Member report outs from the Tribes from their represented areas. Responses may be verbal, written, referrals and/or provide contact information.
- g. Non-Member EPA persons, such as the EPA Grant Project Officer, other EPA staff, managers and Executives may attend RTOC meetings and assist the RTOC as appropriate.

I.B.4. Specific Roles and Duties of RTOC Co-Chairs and Vice Chair

- a. The RTOC is led by a Tribal and an EPA Co-Chair. The RTOC Co-Chairs are supported by a Tribal Vice-Chair.
- b. The RTOC Co-Chairs communicate and coordinate with each other regularly in preparation for meetings and to ensure continuity of RTOC efforts.
- c. The RTOC Co-Chairs share the responsibility of organizing and presiding over RTOC meetings (using Roberts Rules of Order to the extent practicable), including opening and closing the meeting, recognizing speakers, keeping the meeting on schedule, and other similar procedural tasks.
- d. The RTOC Co-Chairs lead the RTOC in substantive committee work including the facilitation of consensus, voting, convening “Tribal Caucus” sessions, creating and serving on subcommittees and workgroups, and other duties as necessary.
- e. If the RTOC Co-Chairs are unavailable to preside over the RTOC meeting, those duties become the responsibility of the Tribal Vice-Chair.
- f. In special cases, the RTOC Co-Chairs or Tribal Vice-Chair may temporarily designate one person to act as the “Meeting Chair” and assume the role and responsibilities of presiding over the meeting.
- g. The RTOC Co-Chairs or their designees attend and preside over monthly staff meetings. This duty may be delegated to the Vice-Chair.
- h. The RTOC Co-Chairs confirm the meeting location and dates and approve the release of the final RTOC agenda for conference calls and in person meetings.
- i. The Tribal Co-Chair is responsible for Tribal Caucus RTOC Website content.
- j. The Tribal Grant Administrator and the Tribal Co-Chair approve Tribal Caucus Members and staff travel to regional, and occasionally national, meetings and conferences to present updates on RTOC work, inform colleagues of significant tribal environmental issues in the region, and learn about other initiatives that might impact Tribes in the region.
- k. When an individual is appointed or elected to serve as a primary or alternate representative on the RTOC or to other tribal environmental organizations (ie: NTAA, NTC, TSWAN, etc.), the RTOC Tribal Co-Chair sends a letter to that tribal environmental organization, and to the elected individual confirming the appointment, outlining expectations and establishing orientation sessions or materials as identified in section 1.C.2.c of this document.
- l. The Tribal Co-Chair works with the Tribal Grant Administrator to hire and supervise the Communications Specialist and Policy Analyst and to develop these positions’ work plans and budget in the grant proposal.

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- m. The Tribal Co-Chair works with the Tribal Grant Administrator and EPA Grant Project Officer to ensure fulfillment of the terms and conditions of the RTOC grant, including working with staff and support positions in preparing and submitting RTOC grant proposal and reports to EPA. The Tribal Co-Chair meets with the Tribal Grant Administrator, EPA Grant Project Officer, and RTOC staff a minimum of once per month between regularly scheduled meetings and presides over the meetings.
- n. The Tribal Co-Chair and Vice-Chair participate in inter-RTOC meetings and at NTOC meeting when the RTOCs are invited.

I.C. RTOC Staff and Support Positions

The RTOC grant provides funding for a Communications Specialist and Policy Analyst who are under the direct supervision of the Tribal Co-Chair and Tribal Grant Administrator. The Tribal Grant Administrator works for the Tribe awarded the RTOC grant and is the person responsible for administering the grant. The RTOC staff support RTOC Members in carrying out the mission and scope of the RTOC. The EPA RTOC Grant Project Officer provides oversight on the RTOC grant and also supports the RTOC.

I.C.1 General Responsibilities of RTOC Staff and Support Positions

- a. Conduct all RTOC activities consistent with the RTOC Charter and other applicable policies and procedures.
- b. Work cooperatively together and with RTOC Tribal Co-Chair to ensure fulfillment of the terms and conditions of the RTOC grant, including preparation and submission of grant reports. Provide grant progress and budget updates to the RTOC at quarterly in person meetings.
- c. The Policy Analyst, Communications Specialist, Tribal Grant Administrator, EPA Grant Project Officer and RTOC Tribal Co-Chair meet and/or correspond via email a minimum of once per month, between regularly scheduled RTOC meetings, to discuss on-going projects and to plan for the fulfillment of work plan tasks and grant requirements. Meetings are presided over by the RTOC Tribal Co-Chair.
- d. RTOC staff, as part of other work activities outside of the RTOC, may also serve as members of, or are involved with, other tribal environmental organizations, or may attend other environmental meetings and conferences. RTOC staff are requested to present updates from these activities to the RTOC at regularly scheduled meetings. If traveling with RTOC funding, advance approval is needed from the RTOC Tribal Co-Chair and Tribal Grant Administrator.
- e. When needed and approved by the RTOC Tribal Co-Chair and Tribal Grant Administrator, travel to regional environmental conferences and meetings to network with agencies, Tribes, and individuals working on similar issues and to inform others of RTOC work.
- f. When an issue is being considered by the RTOC Tribal Caucus, RTOC staff may distribute information to and request input from Tribes via the Tribal Caucus RTOC Website, email list-serves, and other outreach methods.
- g. As requested, participate in RTOC subcommittees or workgroups to provide staff support and expertise.
- h. The Policy Analyst, Communications Specialist and EPA Grant Project Officer attend regular RTOC meetings. Staff attendance is critical to providing effective support to the RTOC related to on-going projects and future initiatives. The Tribal Grant Administrator attends regular RTOC meetings only if she/he is also an RTOC Member or if requested to attend by the RTOC. If not a Member and requested to attend an in person meeting, travel will be paid for out of the RTOC grant if allowable under the terms of the grant.
- i. The RTOC Policy Analyst, Communications Specialist and EPA Grant Project Officer assist the RTOC with developing and distributing the following:
 - 1) Meeting agenda **and agenda development timeline for quarterly meetings;**
 - 2) Questions or topics for speakers and presenters;

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- 3) Meeting notifications and associated materials;
- 4) Recommendations to EPA; and
- 5) Action Items Log.

I.C.2. Specific Roles and Duties of Communications Specialist

- a. Build and sustain a communication system that enables RTOC, EPA, and Tribes to efficiently exchange information within Region 10.
- b. Track and maintain revisions as approved by the RTOC to operational documents (see III.A.4.b. Other Outreach Materials and Documents).
- c. **Work with the RTOC Co-chairs to** orient new RTOC members within three weeks of their appointment to the RTOC. Prepare and provide an orientation packet **along with face-to-face training opportunities for orientation to the Operations Guidance, Strategic Plan, Priority Document** and other applicable materials to new RTOC Members.
- d. Initiate and finalize travel arrangements and itineraries (Appendix B) for Tribal Caucus Members, and collect and review reimbursement forms (Appendix C) for submission to grant accountant, in accordance with the RTOC Tribal Caucus Travel Policy and Procedures (Appendix A).
- e. Track and maintain an attendance log for RTOC Members and staff required to attend meetings, noting excused absences where applicable.
- f. Email meeting dates and locations to RTOC Members and post the information on the Tribal Caucus RTOC Website as soon as the meeting is confirmed.
- g. Agendas:
 - 1) Four to six weeks prior to an in person quarterly meeting, and three weeks prior to a conference call, send out a draft agenda to RTOC Members, incorporating applicable agenda items as outlined in Section II and including other agenda items as previously identified by RTOC Co-Chairs and Members. Post the draft agenda to the Tribal Caucus RTOC Website. Give RTOC Members one week to provide comments and feedback on the draft agenda.
 - 2) Incorporate RTOC comments and feedback and, with RTOC Co-Chairs' approval, release the final agenda with confirmed agenda items, speaker identification, and times to RTOC Members and alternates two weeks prior to an in person quarterly meeting, and one week prior to a conference call. Attach and/or provide an electronic link to all documents to be considered by the RTOC for approval during the meeting. Post the final agenda and associated documents to the Tribal Caucus RTOC Website and email out to persons on the listserve, inviting tribal leaders and tribal environmental professionals to attend.
- h. Meeting Minutes:
 - 1) Within one week of the completion of a meeting, prepare and release draft minutes labeled "Draft" to the RTOC Members via email and post the draft minutes to the Tribal Caucus RTOC Website. Give RTOC Members one week to provide comments and feedback on the draft minutes.
 - 2) Incorporate RTOC Members' comments on the draft meeting minutes.
 - 3) One week prior to the next scheduled RTOC meeting, release the revised draft minutes labeled "Revised Draft" to the RTOC Members via email and post the revised minutes to the Tribal Caucus RTOC Website.
 - 4) Incorporate RTOC Members' comments on the Revised Draft meeting minutes.
 - 5) Within one week of the RTOC's approval of the minutes, release the approved minutes to the RTOC Members via email and label "Approved" with the date of approval. Post the approved minutes to the Tribal Caucus RTOC Website.
 - 6) Maintain the historical record of meeting minutes.
- i. Action Items Log:

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- 1) At the direction of the RTOC Co-Chairs and the RTOC Members, produce and maintain a log of action items to record the activities and track progress of the RTOC. The log will list a description of actions, persons responsible, deadlines, completion dates and references to the RTOC Strategic Plan's "outcomes" column.
 - 2) Post the Action Item Log to the Tribal Caucus RTOC Website and update as progress is made.
 - 3) Provide an update of the Action Items Log at each meeting.
- j. In Person Meetings:
- 1) Make logistical conference and meeting room arrangements for in person meetings. For those meetings taking place in Seattle, WA, at EPA Regional Headquarters, this is accomplished in coordination with the EPA Grant Project Officer. For in person meetings in tribal homelands, assist the RTOC Member(s) and/or Tribal representatives hosting the meeting with coordinating tours, hotel, and other logistics.
 - 2) Prepare information packets for distribution at the quarterly in person meetings. These packets contain information on the RTOC and handouts related to specific agenda items to be covered at the meeting. If individuals who could not attend the meeting would like a copy of a packet, a request must be made to RTOC staff. For those individuals not able to attend the meeting who have requested a copy of the packet, copy and send the packet to that individual via the postal service.
- k. Email Listserve and quarterly Email Newsletter:
- 1) Maintain an email listserv of tribal environmental professionals in Region 10. Generally, this email listserv is comprised of the most current list of Region 10 IGAP recipients as provided to the RTOC by EPA staff. Work with RTOC Members and EPA staff to augment this list with additional contacts RTOC has developed through its work in the Region and with contacts for other tribal environmental program staff.
 - 2) Provide a list to RTOC Tribal Caucus Members of the tribal environmental contacts for their represented area.
 - 3) Forward announcements regarding EPA initiatives impacting Tribes, dates of upcoming regional tribal events such as the Tribal Leaders Summit and RTOC quarterly meetings, and other related information.
 - 4) Using the online service *Constant Contact* create a quarterly email newsletter containing links to the RTOC quarterly reports, pertinent news, opportunities, success stories, etc. Links also provided to "share", "join our mailing list" and to join our social media sites.
- l. Websites:
- 1) Coordinate with the EPA Grant Project Officer to keep the EPA Region 10 Website up to date with current RTOC documents and membership list.
 - 2) Develop and maintain the Tribal Caucus RTOC Website and Facebook page, working with the Policy Analyst and RTOC Members to keep it up to date with pertinent and timely information on a weekly basis, including information about the RTOC and its elected representatives, RTOC Member quarterly reports, a log of other environmental organization, conference, and meeting participant reports, important EPA initiatives impacting Tribes, and RTOC meetings and other events.
 - 3) Reference the EPA and Tribal Caucus RTOC Website addresses in all appropriate RTOC communications.
 - 4) Ensure that the EPA website (<http://yosemite.epa.gov/r10/tribal.NSF>) has up-to-date information regarding the RTOC.
- m. Other Outreach:
- 1) Develop and maintain various outreach materials and methods to increase RTOC's visibility in the region and to encourage greater tribal participation. These materials and methods

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- include, but are not limited to, brochures, business cards, pamphlets, videos, and social media.
- 2) Provide updates to the EPA Tribal Newsletter regarding meeting dates and locations, and other issues of significance to the RTOC.

I.C.3. Specific Roles and Duties of Policy Analyst

- a. Initiate and develop documents and position papers and strategies in the form of reports or letters to EPA or others that reflect input as received by and from the RTOC Tribal Caucus.
- b. Review and develop formal comments on EPA actions on behalf of the Tribal Caucus.
- c. Assist the RTOC in its understanding of regulatory and legislative matters pertaining to the functions of the RTOC.
- d. Provide information to other EPA/Tribal workgroups.
- e. Develop presentations to inform the Tribal community on EPA actions and presentations to inform EPA on Tribal concerns.
- f. Compile regional data to aid in the creation of EPA's regional and national policies and budgets.
- g. Work with the Communications Specialist to track and maintain revisions as approved by the RTOC to operational documents (e.g. Charter, Operations Guidance, Strategic Plan and Priorities Document).
- h. In the Communication Specialist's absence, record and distribute minutes for review.
- i. Work with the Communications Specialist to maintain and update the Tribal Caucus RTOC Website with pertinent and timely information on a weekly basis.
- j. Assist the Communications Specialist with the development and maintenance of meeting minutes, action items log, e-mail database, e-newsletters, and other outreach materials.

I.C.4. Specific Roles and Duties of EPA Grant Project Officer

- a. Provide assistance and oversight to the Tribal Grant Administrator and RTOC Co-Chairs and Staff on grant fulfillment requirements.
- b. Work with EPA Website Administrators to keep the EPA Region 10 Website up to date with current RTOC documents and membership list, in coordination with the Communications Specialist.
- c. Track, coordinate and administer RTOC and NTOC Tribal Representative elections.
- d. Work with the Communications Specialist and RTOC Co-Chairs to develop meeting agendas.
- e. For in person meetings taking place at EPA Offices, work with the Communications Specialist to make logistical conference and meeting room arrangements.
- f. Ensure that the meeting minutes are distributed to the appropriate individuals in EPA.
- g. Send out EPA Tribal Newsletter to RTOC Members.

I.C.5. Specific Roles and Duties of Tribal Grant Administrator

- a. Manage the RTOC grant, including working with the Tribal Co-Chair and EPA Grant Project Officer to ensure fulfillment of the terms and conditions of the RTOC grant and work plan, tracking the budget, and preparing and submitting grant applications and reports to EPA.
- b. Work with the Tribal Co-Chair to hire and supervise the Communications Specialist and Policy Analyst and to develop these positions' work plans and budget in the grant proposal.
- c. The Tribal Grant Administrator and the Tribal Co-Chair approve Tribal Caucus Members and staff travel to regional, and occasionally national, meetings and conferences to present updates on RTOC

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work, inform colleagues of significant tribal environmental issues in the region, and learn about other initiatives that might impact Tribes in the region.

- d. May also be an RTOC or NTOC Member if elected as such for his/her represented area.
- e. If not a Member of the RTOC, attend RTOC meetings as requested by the RTOC (and if funding is allowable under the terms of the RTOC grant).

SECTION II. RTOC MEETINGS

In person and conference call meetings of the RTOC are integral to effective communication among RTOC Members, as well as with other individuals and organizations that choose or are invited to participate in the discussions. At the meetings, the RTOC discusses tribal environmental issues, and strives to identify recommendations and actions that might bring resolution to those issues.

II.A. Frequency and Location

1. The RTOC holds monthly conference calls on the third Thursday of each month. Conference calls may be cancelled on months when the RTOC holds a quarterly in person meeting.
2. The RTOC holds quarterly in person meetings (four per year).
3. RTOC will hold two to three quarterly in person meetings each year at EPA Region 10's offices in Seattle, Washington to improve and maintain an effective partnership with the EPA Executive Team and staff.
4. RTOC will hold one to two quarterly in person meeting each year in tribal homelands to continue building relationships with tribal leaders and tribal environmental professionals, one of which may coincide with the Tribal Leader's Summit, if feasible. Additionally, these meetings allow the RTOC to see first-hand the unique environmental challenges facing Tribes throughout the region.
5. In rare instances, and budget permitting, the RTOC may decide to hold a quarterly in person meeting outside of the region for the purpose of networking with EPA and Tribes on a national level.
6. The RTOC Co-Chairs confirm the meeting location and dates.
7. To encourage full participation, as soon as the meeting is confirmed the Communications Specialist emails the confirmed dates and locations of meetings to RTOC Members and alternates, to persons on the email listserve, and posts the information on the Tribal Caucus RTOC Website.

II.B. Timing and Solicitation of Agenda Items

1. The RTOC will solicit agenda items from a variety of sources, including, but not limited to RTOC Members, Tribes outlined in the Tribal Caucus Outreach Map (Appendix E), tribal environmental organizations, tribal environmental professionals, EPA program staff and other agencies.
2. Four to six weeks before an in person meeting and three weeks before a conference call, RTOC staff sends via email a draft agenda to RTOC Members for their review and comment and posts it to the Tribal Caucus RTOC Website.
3. Speakers who want to have time on the agenda should notify the RTOC Co-Chairs and staff four to six weeks prior to an in-person meeting and two to three weeks prior to a conference call.
4. Speakers who have been invited by the RTOC to present at a meeting should communicate with the RTOC Co-Chairs and staff regarding their time on the agenda.
5. RTOC Members have one week from receipt of the draft agenda to submit comments back to RTOC staff.
6. Two weeks prior to the date of the in person meeting and one week prior to a conference call, and with the approval of the RTOC Co-Chairs, RTOC staff sends a final agenda to RTOC Members via email and

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posts it to the Tribal Caucus RTOC Website with confirmed agenda items, speakers and times. An electronic copy of all documents on the agenda for consideration by the RTOC for approval will be included.

7. RTOC staff prepares information packets for distribution at the quarterly in person meetings. These packets contain information on the RTOC and handouts related to specific agenda items to be covered at the meeting. If individuals who could not attend the meeting would like a copy of a packet, a request must be made to RTOC staff. RTOC staff will copy and send the packet via the postal service.

II.C. Permanent and Specific Agenda Items

II.C.1 At every meeting (in person and conference calls) the following will be permanent and specific agenda items:

- a. Welcome and roll call.
- b. Agenda adoption.
- c. Review and consider for approval the previous meeting minutes.
- d. Review and status of all action items from previous meetings.
- e. Presentation(s) on timely environmental and health issues/programs/initiatives. These issues are approved as agenda items prior to the meeting or can be added and approved during agenda adoption.
- f. Provide input and develop recommendations: This may include, but is not limited to, submitting formal comments from the Tribal Caucus on EPA actions, providing information to other EPA/Tribal workgroups, developing presentations to inform the Tribal community on EPA actions, compiling regional data to aid in the creation of EPA's regional and national budgets, and developing specific RTOC or Tribal Caucus recommendations on issues in the form of reports or letters to EPA or others.
- g. Allow time for guests to speak.
- h. Conduct any needed administrative business (e.g. travel reimbursements).
- i. Review all new action items from meeting.
- j. Review upcoming meeting dates and schedule meetings.
- k. The RTOC may elect to conduct an executive session of the meeting during which time non-RTOC attendees will be excluded from the meeting.
- l. The Tribal Caucus may elect to conduct a Tribal Caucus session of the meeting during which time EPA Members and non-RTOC attendees will be excluded from the meeting, unless specifically approved to remain.

II.C.2 At each quarterly in-person meeting the following will be permanent and specific agenda items:

- a. Opening blessing.
- b. Meet with the EPA Executive Team members, EPA managers, EPA staff, and other guests, as applicable to agenda topics.
- c. Tribal Caucus Members will provide a ~~written and~~ verbal update of issues and success stories from their represented area, ~~using the Tribal Caucus Quarterly Report form (Appendix D).~~ Updates will be presented to the RTOC, other EPA Executives, managers and staff and other guests. EPA Members will consider and respond to RTOC Tribal Caucus Member issues, and EPA responses may be verbal, written, referrals and/or provide contact information.
- d. EPA Members will provide written and verbal updates of program activities, initiatives, and issues.
- e. RTOC Tribal Caucus and staff updates from involvement in other tribal environmental organizations, other environmental meetings and conferences, and on other timely issues. These updates may also be provided by tribal representatives (who are not Members of the RTOC) from or involved with the organizations, meetings, or conferences. The RTOC encourages updates to be presented in writing as well as verbally.

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- f. Provide, if logistically feasible, a “tribal-cultural” presentation by area Tribes or a cultural training to RTOC Members. Attempts to incorporate youth are encouraged.
- g. Review/evaluation of RTOC Member and Staff attendance and performance.
- h. Review the RTOC Budget and **track progress made on the Strategic Plan.**

II.C.3. The first in-person quarterly meeting of the Fiscal year will be utilized to:

- a. Welcome and introduce newly elected Members.
- b. Elect the Tribal Caucus Chair and Vice-Chair positions for **the 2 year term when applicable, as referenced in the Charter section 6.0.**
- c. Set schedule for annual review (and revision as necessary) of RTOC working documents: e.g. Charter, Operations Guidance, Priorities Document,, and Strategic Plan. Note that in past years the Strategic Plan has been revised during a facilitated strategic planning session at the spring/summer RTOC in person meeting. Workgroups may be established for carrying out document review and revision.
- d. **Review and discuss tribal environmental budget needs of Tribes in Region10. This information will be submitted to the NTOC for inclusion in their annual budget request.**

II.D. Procedures, Decision Making, and Action Items

1. The RTOC Co-Chairs share the responsibility of organizing and presiding over RTOC meetings, including opening and closing the meeting, recognizing speakers, keeping the meeting on schedule, and other similar procedural tasks. The RTOC Co-Chairs lead the RTOC in substantive committee work including the facilitation of consensus, creating and serving on subcommittees and workgroups, final agenda approval and other duties as necessary.
2. If the RTOC Co-Chairs are unavailable to preside over the RTOC meeting, those duties become the responsibility of the Tribal Vice-Chair.
3. In special cases, the RTOC Co-Chairs or Tribal Vice-Chair may temporarily delegate one person to act as the “Meeting Chair” and assume the role and responsibilities of presiding over the meeting.
4. All meetings of the RTOC, whether in person or conference call, shall be conducted according to Robert's Rules of Order, as practicable.
5. It is the goal of the RTOC to resolve matters on a consensus (general agreement) basis where possible. Whenever there is disagreement among RTOC Members, Members shall strive to make all reasonable efforts to achieve consensus.
6. The RTOC may vote on matters when consensus cannot be reached. If approved by the RTOC, voting may be conducted through anonymous written ballot. Ballots will be tallied by RTOC staff.
7. A quorum for conducting official business of the full RTOC is met with a simple majority of the RTOC Tribal Caucus Members (minimum of six) and two EPA Members in attendance.
8. A simple majority of the RTOC Tribal Caucus Members (minimum of six) is needed to reach a quorum for official Tribal Caucus decision making.
9. A log of action items will be produced and maintained by RTOC staff to record the activities and track progress of the RTOC. It will record descriptions, persons responsible, deadlines, completion dates and linkages **to the “outcomes” column in the** RTOC Strategic Plan. The log will be posted to the Tribal Caucus RTOC Website and updated as progress is made.

II.E. Minute Development, Approval, and Distribution

1. RTOC staff is tasked with the responsibility of taking official meeting minutes and maintaining the Action Items log.
2. Within one week of completion of the meeting, RTOC staff prepares and releases minutes labeled “Draft” to RTOC Members via email and posts the draft minutes to the Tribal Caucus RTOC Website.

Revised Feb 2012 /Updated June 20, 2013

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3. RTOC Members have one week from receipt of the draft minutes to submit to RTOC staff any requests for changes or amendments to the draft minutes.
4. One week prior to the next scheduled RTOC meeting, RTOC staff releases the revised draft minutes labeled “Revised Draft” to the RTOC Members via email and posts the revised draft minutes on the Tribal Caucus RTOC Website.
5. Revised draft minutes are considered for approval by the RTOC at the beginning of the next scheduled RTOC meeting.
6. Within one week of completion of the meeting, RTOC staff releases any approved minutes labeled “Approved” with the date of approval to RTOC Members via email. Approved meeting minutes are available for distribution outside of the RTOC membership and RTOC staff posts the approved meeting minutes to the Tribal Caucus RTOC Website.
7. The EPA Grant Project Officer is responsible for ensuring the meeting minutes are distributed to the appropriate individuals in EPA.
8. RTOC Members are responsible for distributing meeting minutes to the appropriate individuals and organizations from their represented area (Tribal Caucus Outreach Map, Appendix E).

II.F. Special Meetings

1. Special meetings are those meetings that take place outside of the regularly scheduled RTOC meetings. Special meetings are occasionally needed in order to participate in time-sensitive dialogues or to ensure adequate RTOC representation at regional events.
2. RTOC Members make a formal request for a special meeting or conference call to an RTOC Co-Chair. Only the RTOC Co-Chairs can convene a special meeting or conference call and a quorum must be met to carry out any official business.
3. All other procedures and requirements as described under this section for regular RTOC meetings are followed for a special meeting.

II.G. Sub-committee and Workgroup Meetings

1. The RTOC establishes subcommittees and workgroups when necessary to facilitate the purpose and goals of the RTOC. EPA staff, Tribal Caucus Members, or tribal employees can be requested to participate to lend expertise. Examples for subcommittees or workgroups may include a Grants Subcommittee, Operations Guidance Workgroup, Charter Workgroup, etc.
2. A lead person is designated for each subcommittee or workgroup to assure assigned tasks are carried out. The lead reports accomplishments to the RTOC in a timely manner at regularly scheduled meetings.

SECTION III. TRIBAL PARTICIPATION IN THE RTOC

An efficient flow of information among the RTOC, Tribes, tribal leaders, tribal environmental professionals and EPA is integral to ensuring the effective communication of tribal environmental concerns to EPA and the effective communication of EPA program and policy information to the Tribes in Region 10. This section summarizes outreach activities and opportunities for tribal participation in the RTOC.

III.A. Outreach

RTOC uses a variety of methods to ensure that Tribes, tribal leaders, and tribal environmental professionals are receiving updates on significant EPA initiatives and being given an opportunity to have their voices heard.

III.A.1. Tribal Caucus Members' Interaction with Tribes

In order to distribute information regarding the RTOC and to solicit input on EPA initiatives and environmental issues, RTOC and NTOC Tribal Caucus Members are asked to contact the Tribes from their represented area (as designated on the Tribal Caucus Outreach Map, Appendix E) on at least a quarterly basis to solicit concerns, issues and input. ~~One week in advance of each quarterly in person meeting, Tribal Caucus Members will submit a list and description of three to five of their represented area's tribal environmental issues and concerns to RTOC staff, using the Tribal Caucus Member Quarterly Report form (Appendix E).~~ At each quarterly in person meeting of the RTOC, Tribal Caucus Members will provide a verbal update of these issues impacting Tribes from their represented area. Updates will be presented to the RTOC and other EPA Executives and will be recorded in the minutes. **Upon approval of the minutes, the Representative's quarterly reports will be published on the RTOC website and distributed in the quarterly RTOC email newsletter.**

III.A.2. Email Listserve

- a. RTOC Tribal Caucus Members and RTOC staff utilize an email listserv of tribal environmental professionals in Region 10. Generally, this email listserv is comprised of the most current list of Region 10 IGAP recipients as provided to the RTOC by EPA staff. RTOC Tribal Caucus Members add to this listserv other regional tribal environmental contacts from other EPA grant areas (e.g. air and water) as well as other tribal contact information gathered from RTOC's work in the Region. Information may also be forwarded through other email listserves by RTOC Members and staff.
- b. Among other uses, the email listserves are most often used for forwarding announcements regarding: EPA initiatives impacting Tribes, dates of upcoming regional tribal events such as the Tribal Leaders Summit, RTOC meetings, and other information.

III.A.3. Websites

- a. The RTOC has two Websites and a Facebook profile page. The EPA Region 10 Website is maintained by EPA staff, and the Tribal Caucus RTOC Website and Facebook page are maintained by the RTOC Policy Analyst and Communications Specialist.
- b. The EPA Region 10 Website contains general EPA-approved information about the EPA Region 10 RTOC including a list of Members and a copy of the Charter. The Website is located at <http://yosemite.epa.gov/r10/tribal.nsf/programs/rtoc> . EPA is responsible for the content on this Website.
- c. The Tribal Caucus RTOC Website is located at: www.rtocregion10.org. The Tribal Caucus Website is substantively updated on a weekly basis by the RTOC Communications Specialist and/or Policy Analyst. The Tribal Caucus Website contains detailed information about the RTOC and its elected representatives, lists the Tribal Caucus Member Reports, provides updates on important EPA initiatives impacting Tribes, has information regarding RTOC meetings and other events, provides a listing of RTOC Action Items and accomplishments, and has links to other information resources and Websites.
- d. The Facebook page is titled Region 10 RTOC (Pacific NW & Alaska). The Facebook status is updated along with Website updates of newsworthy events and information.
- e. The RTOC Tribal Co-Chair and Vice Chair are responsible for Tribal Caucus RTOC Website and Facebook page content.
- f. RTOC Tribal Caucus Members are asked to regularly provide information and resources to the Communications Specialist and Policy Analyst for posting to the Tribal Caucus RTOC Website and Facebook page
- g. The RTOC Communications Specialist and Policy Analyst will include a reference to the RTOC Websites in all appropriate RTOC Tribal Caucus communications and documents.

III.A.4. Other Outreach Materials & Documents

- a. RTOC staff develops various outreach materials and uses other outreach methods to increase RTOC's visibility in the Region and to encourage greater tribal participation. These materials and methods may include, but are not limited to, brochures, business cards, pamphlets, videos, and social media.
- b. The RTOC currently maintains operational documents that provide transparency to Tribes of the committee operations and intentions. Each document works together to increase the efficiency and accountability of the RTOC and is available on the Tribal Caucus RTOC Website. The documents include:
 - 1) R10 RTOC Charter;
 - 2) R10 Operations Guidance;
 - 3) R10 RTOC Strategic Plan;
 - 4) R10 RTOC Compilation of Recommendations and Priorities to Help Guide Agency Changes in Administration and Inform Appropriations ("Priorities Document");
 - 5) R10 RTOC Action Items Log;
 - 6) Meeting agendas, minutes, and associated documents;
 - 7) A record of RTOC Member attendance;
 - 8) A record of RTOC Member quarterly reports;
 - 9) A log of other environmental organization, conference, meeting participant reports, and
 - 10) A record of Tribal Caucus position papers, reports and comment letters.

III.A.5. EPA Tribal Newsletter Updates

- a. RTOC staff provide updates to the EPA Tribal Newsletter regarding meeting dates and locations, and other issues of significance to the RTOC.
- b. A link to the EPA Tribal Newsletter is included on the Tribal Caucus RTOC Website.

III.A.6. Participation at Other Environmental Meetings and Conferences

- a. With approval from the RTOC Tribal Chair, RTOC Tribal Caucus Members and RTOC staff may travel to regional, and occasionally national, meetings and conferences to present updates on RTOC work, inform colleagues of significant tribal environmental issues in the Region, and learn about initiatives that might impact Tribes in the Region. RTOC participation at these events may span a spectrum of activities including, but not limited to, giving Power Point presentations, leading plenary sessions, setting up exhibitor booths, and hosting RTOC Tribal Caucus events. Attendance at these meetings is approved by the RTOC Tribal Chair and approved travel is paid for by the RTOC.
- b. RTOC Tribal Caucus Members and staff, as part of their regular work activities outside of the RTOC, often also serve as members of, or are involved with, other environmental organizations (e.g. National Tribal Air Association, Tribal Science Council, Tribal Pesticides Programs Council, Western Regional Air Partnership), or may attend other environmental meetings and conferences. RTOC Members (or invited representatives) are invited (or may be requested) to present updates from these activities to the RTOC at regularly scheduled meetings. Attendance at these meetings is not official RTOC business and therefore is not funded by the RTOC.

III.B. Tribal Participation

III.B.1. Agenda Development

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RTOC encourages Tribes, tribal leaders, tribal environmental professionals, and other tribal environmental organizations to suggest agenda items and provide information materials for RTOC meetings and conferences calls. Agenda item suggestions are made to the Tribal Co-Chair or the regional RTOC Member at least three to four weeks prior to a scheduled in person meeting and two to three weeks prior to a scheduled conference call.

III.B.2. Meeting Participation

- a. Tribal leaders and tribal environmental professionals are invited to attend RTOC meetings. Tribal Caucus Members shall inform tribal leaders and professionals in their represented area of meetings and the opportunity to attend. Prior to attending the meeting, Tribal leaders and tribal environmental professionals are encouraged to contact the Tribal Co-Chair or their regional RTOC Member to inform them of their attendance.
- b. RTOC meetings do not fall under the requirements of a Federal Advisory Committee Act (FACA) group (<http://www.epa.gov/ofacmo/faca/hb/hb7.htm>). As such, RTOC meetings are not open to the general public. A person attending the meeting who is not an RTOC Member, EPA employee, Tribal leader, tribal environmental professional, or invited meeting participant/attendee, may be asked to leave the meeting.

III.B.3. Development of Position Papers and Strategy Recommendations

- a. The RTOC Tribal Caucus strives to consider all available input from Tribal leaders and tribal environmental professionals in the development of RTOC Tribal Caucus recommendations and position papers. When an issue is being considered by the RTOC Tribal Caucus, RTOC staff may distribute information to and request input from Tribes via the EPA's contact system, the Tribal Caucus RTOC Website, Facebook page and email list-serve. Tribal Caucus Members are encouraged to contact Tribes they represent as designated on the Tribal Caucus Outreach Map for input. RTOC Tribal Caucus Members and staff also attempt to make presentations at regional environmental events to obtain additional input.
- b. **The RTOC does not substitute for the government-to-government relationship between EPA and individual tribal governments.**

III.B.4. Election of Representatives to Other Tribal Environmental Organizations

- a. The RTOC Tribal Caucus, in cooperation with Region 10 Tribes, tribal environmental professionals and/or regional and national tribal organizations, may appoint regional representatives to serve on tribal environmental organizations (e.g. Tribal Science Council, National Tribal Air Association, etc.). Appointment of such representatives will follow the procedures identified by the tribal environmental organization or tribal representatives from the region. Where no such procedures exist, the RTOC Tribal Caucus will establish such a procedure.
- b. Appointed representatives may be existing RTOC Tribal Caucus Members, Region 10 Tribal leaders, or Region 10 tribal environmental professionals.
- c. When an individual is appointed by the RTOC Tribal Caucus to serve on the tribal environmental organization, a letter is sent by the RTOC Tribal Co-Chair to that tribal environmental organization confirming the appointment.

SECTION IV: APPENDICES

APPENDIX A:
RTOC TRIBAL CAUCUS
TRAVEL POLICY AND PROCEDURES

Revised May 14, 2013

FOR REVIEW & APPROVAL

A. TRAVEL ARRANGEMENTS

1. Advance Per diem: The RTOC does not provide advance per diem for committee members whom are not employed by the Administating Tribe. It is the traveler's responsibility to request and secure an advance per diem from their home tribe if necessary. 4-6 weeks prior to departure date, the RTOC Communications Specialist (CS) will provide the traveler with an estimate of reimburse-able travel expenses. This estimate may be submitted to the traveler's home tribe for their procurement. * Note: a copy of the check stub and itemized record of expenses are required for reimbursement of advance per diems.

2. Flights: The CS will research, purchase and distribute flight confirmation codes to committee members. Committee members are not expected to pay for flights for RTOC travel. The CS will email a proposed itinerary to the traveler 6 weeks prior to the departure date for approval. Reservations will not be purchased without written approval (via email) by the traveler of the proposed itinerary. The traveler has 2 weeks to make modification requests to the proposed travel. It is the responsibility of the traveler to submit the final approval of proposed itinerary to the CS no later than 4 weeks prior to the departure date.

a) If the CS or the traveler fails to meet these deadlines, it will be noted in performance evaluations.

b) Changes to flights

(1) Non-emergency: Once the traveler approves the proposed itinerary in writing (via email), any change fees will be the financial and personal responsibility of the traveler.

(2) Emergency: Notify the CS immediately so she can notify the airline and the ticket can be used at a later date.

3. Hotel: The RTOC CS will arrange all hotel reservations for members. Generally, block reservations are made with the hotel's sales department, and are set up as a direct bill when available. Travelers are not responsible for arranging or paying for hotel reservations, however many times a credit card is expected at check in to cover any incidental charges. Travelers may choose to make alternative arrangements for their lodging if desired, but will be reimbursed for the amount identified in the current GSA rate schedule for the specific area.

4. Other Transportation: Any foreseeable expenses for other transportation will be included in the travel per diem estimate. These charges may include taxi, bus, or train from the airport to and from the hotel. Unless pre-approved, the RTOC will not reimburse individual travelers for rental car expenses.

B. REIMBURSEMENT

1. The RTOC reserves the right to deny claims for reimbursement from travelers that are not submitted within the expected time frame and manner noted below in section B.2.c. It is a combined responsibility of the CS, the Tribe who administers the RTOC grant, and the traveler

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to ensure timely and accurate requests for reimbursement.

2. Reimbursement for travel expenses including per diem, lodging and mileage will be based on current GSA rates and checks will be issued to the tribe, traveler or combination of the two, once the following conditions are met:

a) Receipts: If the traveler's tribe issued an advance per diem, they must submit supporting documentation in the form of a **check stub** showing the amount paid and traveler's name, **along with an itemized record of funded expenses** (see below). Any receipts from allowable charges incurred during the return trip home (ie: baggage fees, bus or taxi) should be submitted to the CS within 2 weeks of travel completion via fax or scanned email, along with all required **receipts** for transportation, parking, or any other approved expenses.

b) Forms: CS will provide traveler with an ***RTOC Travel Reimbursement Request*** form which must be approved and signed by the traveler, then returned to the CS.

c) Time line:

(1) **Zero to 2 weeks after returning home:**

- fax or scan additional receipts to CS
- CS will prepare amended RTOC Travel Reimbursement Request form, verifying allowable expenses, supporting documentation, signatures, and accuracy of mathematics and send it to the traveler for approval.
- Based on traveler's signature on the reimbursement request, CS will prepare and submit a Check Request, signed Travel Reimbursement Request Form and supporting receipts to the Grant Administrator for authorization of payment to the tribe and/or traveler. The check request will be itemized as follows:
 - Per Diem
 - Mileage
 - Other Transportation
 - Parking
 - Hotel
 - Other Misc: baggage fees, etc
- The Adminstrating Tribe will process the checks and mail them within 1-2 weeks after final approval from the Grant Administrator.

APPENDIX B RTOC TRIBAL CAUCUS TRAVEL REQUEST FORM Initiated December 2009

RTOC Travel Request & Authorization

TV# 13-

Port Graham Village Council, EPA Grant Fy13

Full Legal Name: Randi Caran Madison

Date of birth: _____

Purpose: RTOC Quarterly meeting in Seattle WA FY 13 #1

Date	Destinations		Transportation	Time	
	From	To		Depart	Arrive
12/10/2012	Anchorage	Seattle, WA	Alaska Airlines	4:00 PM	8:19 PM
12/16/2012	Seattle, WA	Anchorage	Alaska Airlines	11:55 AM	2:35 PM

Dates	City	Hotel / Rental Car	Phone	Confirmation #	Rate

	Cost		Amount		Total
	Hotel:		for	night(s)	
Requested by: <u>Randi Madison</u>			for	night(s)	\$0.00
Authorized by: _____			for	night(s)	\$0.00
Executive Director: _____	Car rental:		for	day(s)	\$0.00
Account Codes: <u>890-5551</u>			for	day(s)	\$0.00
<i>Example: 100-01-5100</i>	Per Diem:	\$71.00	for	4.50	\$319.50
			for	day(s)	\$0.00
			for	day(s)	\$0.00
	Board Fees:		for	day(s)	\$0.00
	Mileage:	\$0.555	for	miles	\$0.00
	Misc:				\$0.00
Total Requested					\$319.50

Prior to processing

- 1) account codes
- 2) needs to be authorized
- 3) specify what to do with your per diem check
- 4) include address if it's to be mailed

Payment options:

- ☒ Pay in advance
☐ Pay after you complete Trip Report

- ☐ Check
☒ Direct Deposit

Person(s) notified in Community: _____

Special Instructions:No per diem requested for Saturday and Sunday Dec 15 and 16.
 USTravel fax# 561.7495
 USTravel after hours phone# 800.888.2434

 Smokey Bay Air 1-907-235-1511
 Homer Air 1-800-478-8591
 Era 1-800-866-8394
Chugachmut Travel Coordinator: alma@chugachmiut.org / 1-907-334-0129 / fax 1-907-563-3758

APPENDIX C
 RTOC TRIBAL CAUCUS TRAVEL REIMBURSEMENT FORM
 Revised December 2012

RTOC Travel Reimbursement Request

TV# 13- 0

Port Graham Village Council, RTOC Grant FY 12

Name: Yakama Nation PO Box 151 Toppenish, WA 98948Purpose: Elizabeth Sanchey RTOC Travel to Seattle, WA for Q4 meeting

Date	Destinations		Time	
	From	To	Departed	Arrived
9/17/2012	White Swan, WA	Seattle, WA	12:00 PM	3:00 PM
9/20/2012	Seattle, WA	White Swan, WA	4:00 PM	7:00 PM

Days are calculated based on 1/4 day, e.g.;

midnight to 6am

6am to noon

noon to 6pm

6pm to midnight

	Cost		Amount		Total
Hotel:		for		night(s)	\$0.00
		for		night(s)	\$0.00
		for		night(s)	\$0.00
Car rental:		for		day(s)	\$0.00
		for		day(s)	\$0.00
Per Diem:	\$71.00	for	3.50	day(s)	\$248.50
		for		day(s)	\$0.00
		for		day(s)	\$0.00
Board Fees:		for		day(s)	\$0.00
Mileage:	\$0.555	for	390.0	miles	\$216.45
Parking Misc.	\$29.28		2.0		\$58.56

Total:

\$523.51

Check payable to Yakama Nation - Address above

Advance per diem received:

\$507.76

Due to Chugachmiut

\$0.00

Due to Traveler

\$15.75

Payment options:

- ☒ Check
- ☐ Direct Deposit

Account code: _____

Mail check for \$15.75 to address:Elizabeth SancheyPO Box 448White Swan, WA 98952

Traveler's signature _____

Date _____

Supervisor's signature: _____

Date _____

RTOC Travel Coordinator: randi.madison@rtocregion10.com, Fax 907-563-2891
 Phone: 907-334-0184

APPENDIX D
SAMPLE RTOC ACTION ITEM LOG
Updated May 2013

FY 13 Action Items, Tasks & Recommendations
Region 10 Tribal Operations Committee

OCTOBER 2012

10-12 Action Items

1. Rick Eichstaedt will submit an official letter to Diana Boquist regarding the official appointment of NTOC Alternates by October 31, 2012.
2. Rick Eichstaedt will compile official RTOC comments regarding the Agency-wide Plan to Provide Solid Waste Management Assistance to Tribes by November 8, 2012.
3. Mathy Stanislaus requested to provide feedback to tribes regarding his visit to Region 10. Fran Stefan will follow up with headquarters to see if Mathy can host a conference call to achieve this.
4. Rick Eichstaedt will circulate a first revision to the Priority Document by November 8, 2012 for discussion at the November conference call on the 15th.

10-12 Tasks

1. Reschedule approval of Sept 2012 minutes for November CC.
2. Violet Yeaton and Debra Lekanof will inform Diana Boquist of their appointed alternates to the committee by November 15, 2012.
3. Deb Lekanof will inform Randi Madison whether she can participate on the TLS Planning committee after checking her availability.
4. Insert examples of MOU's into the GAP Guidance - Deb Lekanof and Linda Anderson-Carnahan?
5. Deb Lekanof will send a summary of ATNI resolutions to Violet and Rick to distribute to the RTOC.
6. Add to November agenda for Rick to present to us at our in-person meetings. Send suggestions to Randi.
7. Schedule 2 hours for development of Tribal Outreach Procedure at next quarterly meeting.

10-12 Recommendations

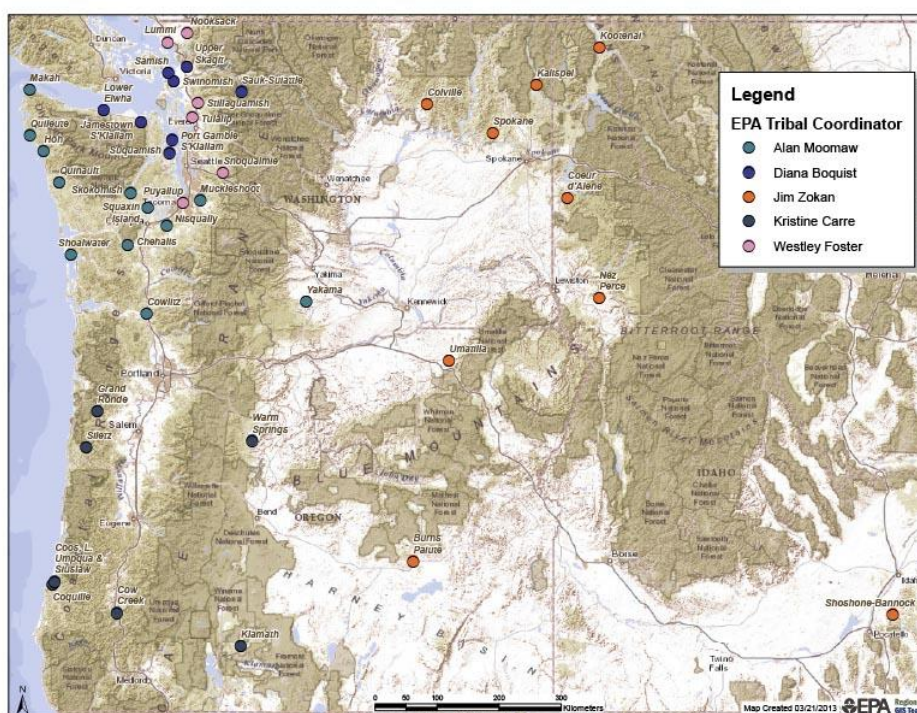
1. RTOC members who did not participate in the meeting date poll, please do so to suggest preferences for scheduling monthly conference calls.
2. Send any input to the revision of the Priority document to Rick prior to November 9, 2012.
3. Schedule another Priority Document revision committee meeting between November 9 and 12.
4. Paul McCollum recommended that RTOC send a letter of support regarding Western Washington Tribe's choice to forego Water Quality Standards Forums in lieu of requesting government-to-government consultation.

APPENDIX E-1
TRIBAL CAUCUS OUTREACH MAP
(IDAHO, OREGON AND WASHINGTON)
Updated June 20, 2013

RTOC Representative	EPA Tribal Coordinator/s	Outreach to Tribes
Idaho: Gabriel Bohnee, Primary James Holt, Alternate	Jim Zokan	(4) Kootenai, Coeur d'Alene, Nez Perce, Shoshone-Bannock
Oregon: Tom Downey, Primary Vacant, Alternate	Kris Carre, Jim Zokan	(10) WESTERN: Grand Ronde, Siletz, Coos, Lower Umpqua and Siuslaw, Coquille, Cow Creek, Klamath, Warm Springs EASTERN: Burns Paiute, Umatilla
Eastern WA: Elizabeth Sanchez, Primary Kristina Proszek, Alternate	Alan Moomaw, Jim Zokan	(4) Yakama, Colville, Spokane, Kalispel
Western WA: Destiny Wellman, Primary David Fuller, Alternate	Alan Moomaw, Westly Foster, Diana Boquist	(25) Makah, Quileute, Hoh, Quinault, Shoalwater, Cowlitz, Chehalis, Squaxin Island, Puyallup, Nisqually, Skokomish, Muckelshoot, Snoqualmie, Suquamish, Port Gamble S'Klallam, Tulalip, Jamestown S'Klallam, Stillaguamish, Sauk-Suiattle, Swinomish, Lower Elwha, Samish, Upper Skagit, Lummi, Nooksack

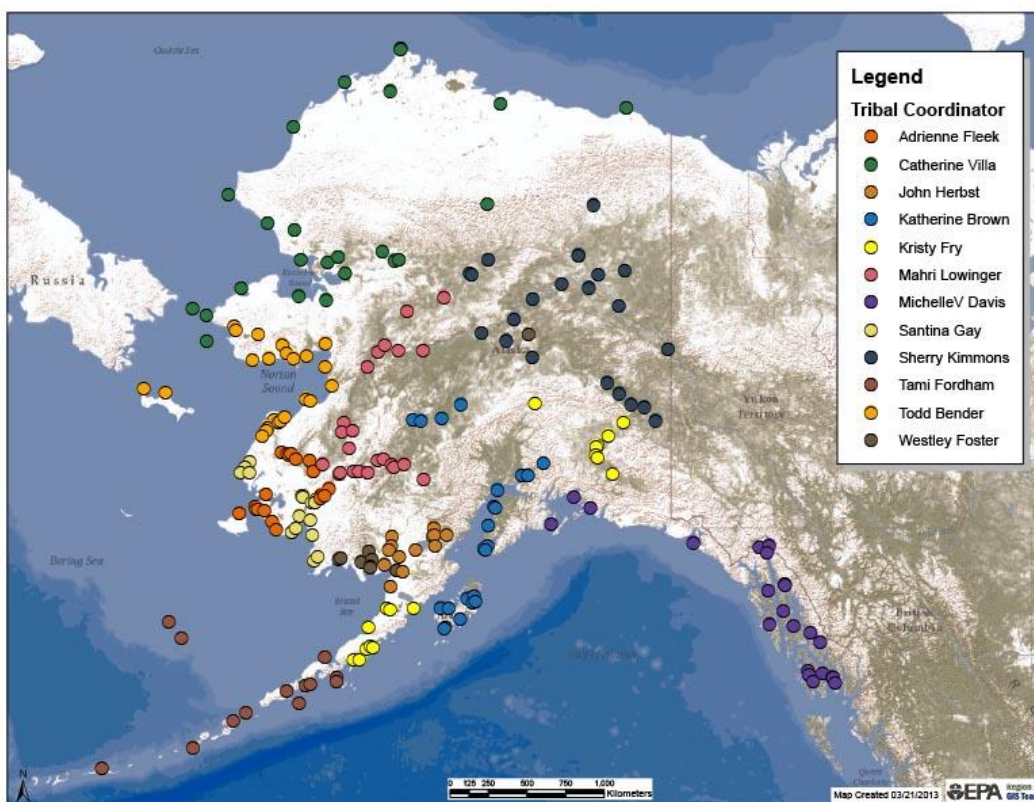
NTOC Representatives – Responsible to outreach to all tribes in Representative Area

<u>Western Washington/Western Oregon:</u> Debra Lekanof, Primary Designee Vacant, Alternate	<u>Eastern Washington/ Eastern Oregon/ Idaho:</u> Lee Juan Tyler, Primary Kelly Wright, Alternate
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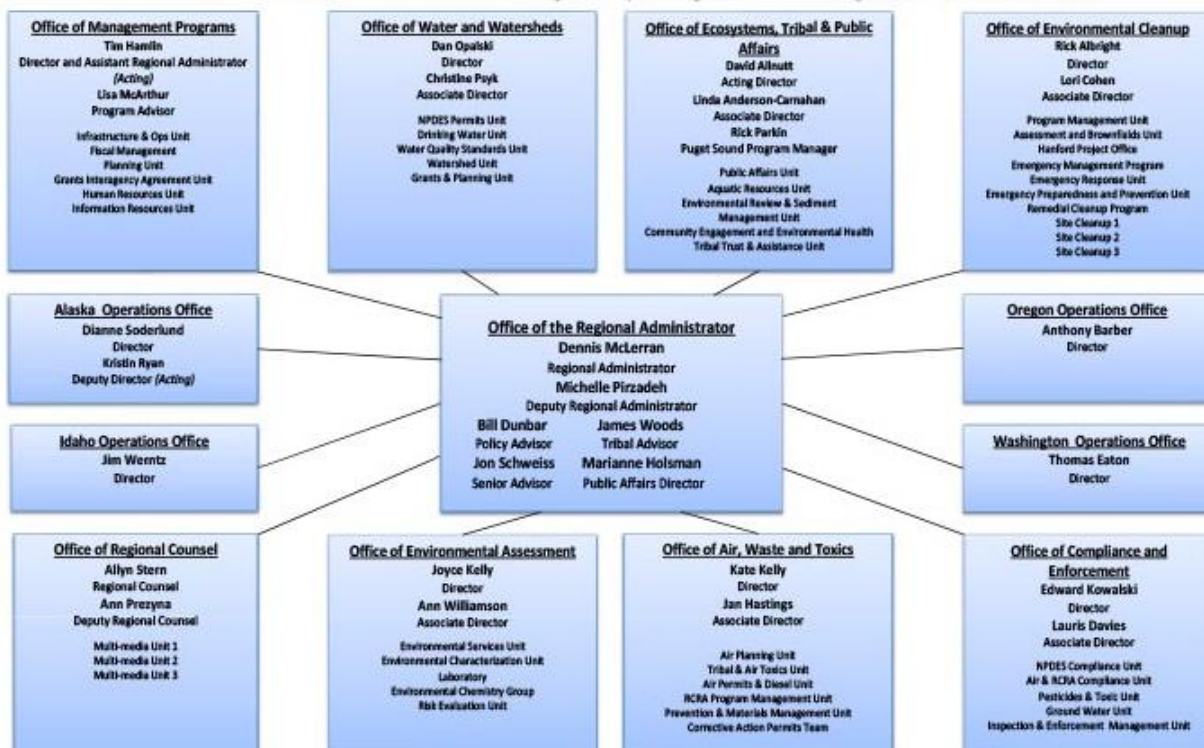
APPENDIX E-2
 TRIBAL CAUCUS OUTREACH MAP
 (ALASKA)
 Updated June 20, 2013

RTOC /NTOC Representative	EPA Tribal Coordinator/s	Outreach to Alaska Native Villages
Rosalie Kalistook, AK RTOC 1 & Tribal Vice Co-chair Gregory Hoffman, AK NTOC 1 Alternate	Adrienne Fleek, Mahri Lowinger, Santina Gay	(40 total) <u><i>Yukon-Kuskokwim Delta</i></u> (40) Chuloonawick, Emmonak, Alakanuk, Nunam Iqua, Asa's carsarmiut Tribe, Andreafski, Pitka's Point, Algaaciq (St. Mary's), Pilot Station, Marshall, Ohogamiut, Newtok, Tununak, Nunakauyarmiut, Umkumiute, Nightmute, Cheforak, Kipnuk, Orutsaramiut, Akiachak, Akiak, Kwethluk, Platinum, Goodnews Bay, Kwinhagak, Kwigillingok, Konigiganak, Eek, Tuntutuliak, Napaskiak, Oscarville, Napaskiak, Atmautluak, Nunapitchuk, Kasigluk, Chevak, Hooper Bay, Paimiut, Scammon Bay
Violet Yeaton, AK RTOC 2 & Tribal Co-chair Brian Holter Jr., AK RTOC 2 Alternate	Katherine Brown, Michelle Davis	(46 total) <u><i>Cook Inlet/Kodiak</i></u> : (24) Kaguyak, Akhiok, Old Harbor, Larsen Bay, Tangirnaq, Afognak, Sun'aq, Ouzinkie, Port Lions, Karluk, Port Graham, Nanwalek, Seldovia, Ninilchik, Kenaitze, Salamatoff, Tyonek, Knik, Eklutna, Chickaloon, Talkeetna, McGrath, Nikolai, Telida <u><i>Southeast</i></u> : (22) Chenega, Tatitlek, Eyak, Yakutat, Chilkat, Skagway, Chilkoot, Tlingit and Haida, Douglas, Hoonah, Angoon, Sitka, Kake, Petersburg, Wrangell, Klawok, Craig, Hydaburg, Metlakatla, Kasaan, Ketchikan, Saxman
Lance Whitwell, AK RTOC 3 Alternate Billy Jean Stewart, AK NTOC 2 Alternate	Westley Foster, Sherry Kimmons, Kristy Fry	(44 total) <u><i>Interior</i></u> : (28) Arctic Village, Venetie, Fort Yukon, Chalikyitsik, Birch Creek, Circle, Beaver, Stevens Village, Rampart, Minto, Tanana, Manley Hot Springs, Nenana, Eagle, Healy Lake, Dot Lake, Tanacross, Tetlin, Mentasta Lake, Northway, Cheesh-Na, Cantwell, Gakona, Gulkanka, Tazlina, Copper Center, Chitina <u><i>Upper Kuskokwim</i></u> (16) Iqurmiut, Kalskag, Lower Kalskag, Aniak, Chuathbaluk, Napaimute, Red Devil, Crooked Creek, Georgetown, Stony River, Lime Village, Sleetmute, Grayling, Anvik, Shageluk, Holy Cross.
Virginia Washington, AK NTOC 1 Millie Hawley, AK RTOC 1 Alternate	Todd Bender, Mahri Lowinger, Santina Gay	(52 total) <u><i>Norton Sound</i></u> : (25) Gambell, Savoonga, Diomed, King Island, Brevig Mission, Teller, Mary's Igloo, Nome, Solomon, Council, White Mountain, Chinik, Elim, Koyuk, Shaktoolik, Unalakleet, Stebbins, St. Michael, Kotlik, Bill Moore's Slough, Kaltag, Nulato, Koyukuk, Galena, Ruby <u><i>North Slope</i></u> : (27) Wales, Shishmaref, Deering, Buckland, Selawik, Noorvik, Kiana, Kotzebue, Ambler, Kobuk, Shungnak, Huslia, Hughes, Alatna, Allakaket, Evansville, Anaktuvuk Pass, Noatak, Kivalina, Point Hope, Point Lay, Wainwright, ICAS, Atkasuk, Barrow, Nuiqsut, Kaktovik
Billy Maines, AK NTOC 2 Daniel Chythlook, AK RTOC 3	JR Herbst, Tami Fordham, Kristy Fry, Westley Foster	(44 total) <u><i>Upper Nushagak River and Lake Iliamna</i></u> : (10) Koliganek, New Stuyahok, Ekwok, Levelock, Iglugig, Newhalen, Nondalton, Pedro Bay, Iliamna, Kokhannok <u><i>Bristol Bay</i></u> : (21) Togiak, Twin Hills, Manokotak, Clark's Point, Ekuk, Aleknagik, Curyung, Naknek, King Salmon, Portage Creek, South Naknek, Egegik, Pilot Point, Ugashik, Kanatak, Port Heiden, Chignik Lake, Chignik Lagoon, Chignik Bay, Perryville, Ivanof Bay Chitina <u><i>Aleutian/Pribilof</i></u> : (13) Nelson Lagoon, Sand Point, Unga, Belkofski, King Cove, Pauloff Harbor, False Pass, Akutan, Unalaska, Nikolski, Atka, St. Paul, St. George



APPENDIX F EPA ORGANIZATIONAL CHART 6.20.13

Environmental Protection Agency Region 10 Organization Chart



Current as of 06/17/2013